



Governor Kim Reynolds
Lt. Governor Adam Gregg
San Wong, Director

MEETING MINUTES

COMMISSION OF ASIAN & PACIFIC ISLANDER AFFAIRS (CAPI)

Date: Saturday, September 29, 2018

Time: 9:30 AM – Noon

Location: Urbandale Public Library
3520 86th Street, Urbandale, Iowa 50322

Commissioners Present:

Ben Jung, Chair – *West Des Moines*
James Suong – *Des Moines*
Karlai Thornburg – *Ames*
Michelle Yoshimura-Smith – *Des Moines*
Suresh Basnet – *Cedar Rapids (by phone)*
Peggy La – *Sioux City (by phone)*
Ritu Gurung – *Davenport (by phone)*

Absent: None

DHR/CAS/API Staff:

Monica Stone, DHR/CAS Division Director
Tina Shaw, Executive Officer for Office of Asian & Pacific Islander Affairs/CAS
Amanda Lovan, AmeriCorps

Public Attendance:

Wihden Aise, Pacific Islander Health Project
Kalej Rakin, Pacific Islander Health Project
Art Roche, Pacific Islander Health Project
Michelle Rich, State Public Policy Group
Kameron Middlebrooks, Iowa State University Extension
Jon Wolseth, Iowa State University Extension
Victor Oyervides, Iowa State University Extension
Roel Campos, President - National Federation of Filipino-American Associations (Iowa Chapter)
Malou Campos, National Federation of Filipino-American Associations (Iowa Chapter)

I. Call to Order

Chair Jung called the meeting to order at 10:03 AM. Commissioners Jung, Suong, Thornburg, Yoshimura-Smith present; Basnet, Gurung and La joined by phone. Quorum present.

II. Approval of Past Meeting Minutes

Thornburg motioned, seconded by La to approve the minutes from the 7/28/18 meeting. Unanimous consent. **Motion carried.** Minutes will be posted to the DHR-CAPI website.

III. Presentations

A. PACIFIC ISLANDER HEALTH PROJECT

Art Roche introduced members of the Pacific Islander Health Project (PIHP) in attendance and provided a history of the initiative which began at the Dubuque Mercy Medical Clinic. Roche explained that members of the Marshallese, Micronesian and other Pacific Islanders, in addition to exposure to fallout of 1950-era U.S. atomic bombing, experience higher rates of diabetes and cancer-related illness. Migrants with Compact of Free Association (COFA) immigration status are growing number in Iowa and Dubuque, in particular. COFA status allows for unfettered migration to and from the three compact nations (The Republic of the Marshall Islands, Federated States of Micronesia and Palau), work authorization, driver's licenses, and all other privileges of a US citizen, except the right to vote in American elections. Roche provided a copy of the PIHP Advocacy Case Statement for the record. (*Please see **Attachment A**, below.*)

As a result of the growing COFA population in Northeast Iowa, the PIHP was established to provide COFA migrants medical assistance by way of direct healthcare services in the Greater Dubuque and Maquoketa region. PIHP's overarching goal is to restore Medicaid benefits to COFA migrants in Iowa, as both Oregon and Washington have done in the past year. Federal efforts are underway to reinstate COFA-migrant access to Medicaid which was eliminated in 1996 by Congress. To support the federal effort, concurrent initiatives are the outgrowth of an overall state-by-state strategy.

Kalej Rakin, COFA Marshallese and PIHP member, indicated that Dubuque is the home to nearly 1,000 COFA Pacific Islanders – 90 percent of whom do not have medical insurance. The region is fortunate to have Mercy Medical Center. Still, many cannot afford to pay the copay to access services. Because of illness and other chronic conditions, the jobless rate is climbing. Rakin explained that COFA migrants are in need of support and a solution to the healthcare access dilemma.

Wihden Aise, COFA Micronesian and PIHP member residing in the US since 1977, echoed Rakin in that COFA communities in Iowa are growing. Nationally, many COFA migrants are choosing to reside in Arkansas, Nebraska, Missouri and these Iowa cities in large numbers: Dubuque, Maquoketa, Davenport, Durant and Storm Lake. Aise observed that the COFA population seems to double in size every 5 years. There are no restriction to enter the US (no travel visa, no work permits aka "green cards" required. Aise noted he is a taxpaying Iowa resident and business owner, but his children, like other COFA youth, are also not permitted to receive scholarships.

Aise commented that the biggest barriers to health care are accessibility and affordability. For many, if people are forced to choose between food, rent and then health care, they would forego healthcare. Healthcare costs force many families into bankruptcy. Understanding the cascading costs and impacts, local citizens in Dubuque provided care, and it soon became the nexus of the COFA healthcare initiative.

PIHP leaders are asking the state of Iowa to now share in the costs for providing essential healthcare coverage to COFA migrants. Aise pointed to the recently-passed Oregon law as a model for replication.

Roche requested that CAPI include in its policy recommendations language supporting reinstatement of Medicaid benefits in Iowa until a federal solution is obtained.

Suong asked for clarification on what services are provided by Mercy Dubuque and Crescent Community Health Center. Roche responded that Crescent is a primary care “first-come; first-serve” facility; Mercy is a full-service, comprehensive medical center. UnityPoint Finley Hospital is also in the area, but financial obligations are expected from patients.

Aise noted that many cannot access services and the University of Iowa Hospital is over 90 miles from Dubuque. On the policy front, the discussion comes down to prevention versus crisis care.

Wolseth added he has worked with COFA migrants residing in the Washington Community of Dubuque, whose health conditions were exacerbated by the poor quality of housing due to mold which led to asthma. COFA migrants do not qualify for Section 8 or other HUD vouchers.

Thornburg asked about federal challenges and whether the hesitation is because migration is unfettered. Roche responded that a bill is introduced every year in Congress. Aise added that COFA nations do not have voice in Congress, but that nuclear testing survivors are opening doors for the greater population to speak.

Shaw asked for details of the Oregon-passed healthcare law. Aise responded that the OR law expanded the service population to include COFA migrants and requires an annual registration and copay. Aise added that PHIP supports the copay requirement stating when it is free, it will be abused. Copays enhance compliance.

Aise stated the national COFA advocacy organizations recommend that COFA residents be disaggregated. Roche concurred that a separate count is needed in the future as the Marshall Island and its atolls will disappear in 20-30 years due to rising sea levels.

Jung asked whether an organized 501 (c)(3) existed representing COFA migrants. Aise and Roche replied that PIHP is in collaboration with the [COFA Alliance National Network \(CANN\)](#) which partners with other Asian & Pacific Islander advocacy groups such as [Asian & Pacific Islander American Health Forum \(APIAHF\)](#) and [Asian Pacific American Network of Oregon \(APANO\)](#), as well as Crescent which aids in grant writing.

Jung thanked Messrs. Roche, Rakin and Aise for presenting the information, and it will be deliberated upon by the commission as part of its annual public policy process.

B. ISU EXTENSION – COMMUNITY & ECONOMIC DEVELOPMENT

Wolseth explained the 10-year history of ISU Extension's work with immigrant populations that began by working with Iowa's Latino populations. In concert with the Small Business Development Center (SBDC), efforts continued by providing small business development workshops and grew overtime via outreach-based work and continuous contact with business owners. While difficult to measure total impact of its business assistance work at the community level, the impact is most obvious among individuals. ISU Extension attempts to not duplicate resources but rather act as a connector.

However, it is difficult to reach immigrants before they open a business - when many critical factors, if unaddressed, could make or break the bank. Foreign-born entrepreneurs face many starts-stops, permitting and licensing and a multitude of financing products. Sadly, most start-ups close within the first 6 months with nothing to show but personal debt. This is not a beneficial outcome and ends up harming the business community overall.

Wolseth presented a plan to deliver a series of Small Business 101 Roundtables for Immigrants and Refugees. (*Please see **Attachment B**, below.*) The plan is to broaden the scope of work to include the refugee community, which may have more barriers to access capital and establishing a credit history. Program elements include: prescreening classes and connections to state and national resources.

ISU Extension asks to partner with the Commission on Asian and Pacific Islander Affairs in the following ways:

- Assistance with recruitment through identifying partner agencies and individuals connected with the Asian refugee community;
- Support for hiring or seeking volunteer interpreters; and
- Providing snacks and potentially covering childcare cost for the sessions.

A pilot roundtable is slated for Waterloo in Blackhawk County, which if successful, will be expanded to Columbus Junction, Denison, Storm Lake – other rural areas with a growing refugee population.

Oyervides stressed that an entrepreneurship “pre-launch” is critical for both immigrants and refugees. They must first understand how things work differently in the US compared to their native countries, which may likely not require business licenses or permits. ISU Extension works with would-be entrepreneurs through the conceptual phase, defining a business model, and guiding people through adjustments and revisions. If adjustments are made after the business is launched, it is much costlier. It could mean that a family's entire savings become depleted, placing that family in poverty. This preventative approach (vs survivor mode) is less reactionary.

The pilot program with guide participants through the norms, regulations, site selection process, leasing and legal structures.

Thornburg asked whether participants will be pre-screened and if an orientation will be included due to language barriers.

IV. Announcements & Miscellaneous

A. Commissioner Reports

1. IEDA Trade Letter - Thornburg

Shaw elaborated on an idea by Thornburg to reach out to the Iowa Economic Development Authority (IEDA) to offer CAPI's assistance and networks, along with cultural orientations, and serve as a resource for information as the agency plans, executes trade missions and greets Asian guests from abroad. Shaw will draft a preliminary letter with Thornburg for CAPI to review.

2. City of Ames – Welcoming Initiative

Thornburg shared information on the goals of the initiative which aims to welcome foreign students in Ames with cultural exchange opportunities and a guide to international products that may be obtained by local retail merchants.

3. Filipino Outreach Event –

Guests Roel and Malou Campos thanked Jung and Shaw for taking part in the Filipino General Consulate Iowa outreach event and for explaining components of the CAPI's Strategic Plan and public policy initiatives. As the Iowa Chair of The National Federation of Filipino American Associations (NaFFAA) in Iowa, Campos indicated NaFFAA stands ready to assist CAPI by partnering in future public policy-related work and community stakeholder activities.

B. Office Report

1. Future Ready Iowa

Shaw plans to attend the Pella, Sioux City and Cedar Valley/Waterloo summits and encouraged commissioners to attend a summit to be a voice for the API community on workforce and training issues. Shaw encouraged Marshallese residing in Ottumwa to also attend the summit taking place there.

2. EducAsian

Vinh Nguyen of Des Moines Public Community Schools District and Shaw met with a Burmese family navigator who provided guidance on what would interest community members. Shaw also met with members of the Bhutanese community who are unsure of interest levels among the youth and parents in their community at this time. The Burmese, Bhutanese, Nepalese and Vietnamese communities are among those who may benefit from the proposed EducAsian

Initiative to generate awareness of education and career training opportunities after high-school completion. At this time, the draft program proposal includes a half-day resources fair and recognition ceremony, followed by a series of site visits to employers, colleges and training programs in Central Iowa. Mentorships and inspirational API speakers will also be a part of the final program.

3. Overview of Proposed DHR-Community Advocacy & Services Division Draft Rules –
Attachment C, below

V. Next CAPI meeting

The next meeting date and location has yet to be established. Shaw will send out a poll with meeting options in November. The agenda will consist of a walk-through of draft public policy narratives to accompany the strategic plan.

VI. Adjournment

Suong motioned, seconded by Thornburg to adjourn the meeting at 12:15 PM. Unanimous consent. ***Motion carried.***

ATTACHMENT A:

Health Care Benefits for Compact of Free Association (COFA) Migrants in Iowa Advocacy Case Statement September 19, 2018

Objective: To secure Medicaid or equivalent health care benefits for COFA migrants (people from the Republic of Marshall Islands, the Federated States of Micronesia, and the Republic of Palau) who live in Iowa.

Why needed: In 1996, the U.S. Personal Responsibility and Work Opportunity Act removed Medicaid benefits for COFA residents. (Most other resident aliens have a five-year waiting period.) This has resulted in a critical unmet need for healthcare.

1. There is a critical unmet need for ...
Basic health care needs that all people experience (routine pre-natal, OB, and postnatal services, immunizations, primary care, mental health and dental care, emergent care, acute care and chronic illnesses care). Many COFA migrants have special needs resulting from exposure to radiation, military incursion, and climate change. Hardships are experienced either directly or because of aging family members requiring care.
2. ...based on clear social determinants of healthcare...
Radiation-related illnesses, nutrition-based illnesses (diabetes and obesity, at a minimum) and several types of cancer are evidenced in much higher-than normal rates among COFA migrants. In addition to these physical manifestations, cultural differences adversely affect the compliance with and understanding of healthcare interventions available to COFA migrants.
3. ...with no other solution in sight.
Reinstating Medicaid benefits nationally for COFA migrants has been attempted many times since they were withdrawn in 1996, without success. Two states (Oregon and Washington) have successfully initiated Medicaid-level services to their COFA migrants, unwilling to risk the health of these residents on the uncertainty of a federal solution. Clearly, solutions by state governments where COFA migrants are present is the correct solution until a federal change in Medicaid is enacted.

Number of people affected: The exact number of COFA migrants is uncertain due to travel between the COFA nations and the U.S. Additionally, COFA migrant communities are in several states principally Arkansas, California, Hawaii, Iowa, Nebraska, Oregon and Washington. It is estimated, as of 2018 approximately 1000 to 1200 COFA migrants are in Iowa. The elderly and disabled among this population are the ones to benefit from Medicaid restoration. Many younger COFA migrants may have health care benefits available through their employer.

Precedents: Some states have reinstated Medicaid programs for COFA migrants at their own expense. Oregon and Washington are two confirmed examples.

Desired action: To restore Medicaid eligibility to COFA citizens living in Iowa, who are permitted to live, study, and work in the United States in accordance with the COFA Act of 2003. That eligibility should be subject to the same requirements of income and residency as other Iowans, and the Medicaid benefits should be identical to those enjoyed by other Iowans.

Dubuque Pacific Islander Health Project Advisory Council
Dubuque, Iowa
Art Roche, Chair

ATTACHMENT B:

Small Business 101 Roundtables for Immigrants and Refugees

Problem:

Although many small business resources exist in Iowa the majority of these resources by-pass members of refugee and immigrant communities because of perceived language and cultural barriers. Thus, a pattern exists in which immigrant and refugee small business owners are opening businesses without understanding the financial, legal, and regulatory requirements, setting a business up for failure. Oftentimes, the business they choose to open come from a narrow band of primarily retail that may not be where the owner's passion lies, but because these are the kinds of businesses that have been successfully established – and are visible – within their communities.

Solution:

Refugees and immigrants who are considering starting a small business need to be reached before they invest time and money into a business venture only to realize they are under-capitalized or fail to meet a legal or regulatory benchmark. To that end, an “entrepreneur pre-screening” curriculum would help interested individuals discover what is needed to open and maintain a small business in Iowa.

Components:

Iowa State Extension and Outreach – Community and Economic Development (ISUEO-CED), creates a pre-screening entrepreneurship workshop targeted to the refugee community. The workshop would be two, two-hour sessions that would focus on inspiring participants as well as informing them about the process of small business ownership. The sessions would be organized as follows:

Session 1

1. Inspiration (30 min): A presentation from a successful refugee or immigrant small business owner to discuss their experiences, potentially providing a model for participants to aspire to.
2. Possibilities (30-45 min): Brainstorming session for participants about where their skills, and passions lie to open a small business. The purpose is to show there is a range of business opportunities available.
3. Family Support: (1 hour): Discusses the household support and financial commitment needed to open and maintain a small businesses. Focusses on the importance of having orderly household finances separate from business finances.

Session 2

1. Finances: (1 hour): Discusses the financial requirements to starting a business and financing models, including self-financing, investments from friends and families, and bank financing.
2. Regulatory (30 min): Gives an overview of permitting requirements for starting several kinds of small businesses.
3. Legal (30 minutes): Provides information into business structure, contracts and leases, and importance of insurance.

Impact and Follow-Up:

The target number of participants for the workshop series is 10-12 individuals who are interested in starting their own business. We will use the workshop as the means to identify entrepreneurs to work with them on a 1-to-1 basis to prepare a simple business plan, seek financing, and apply for the necessary permits. We will do this by connecting them with available resources and acting as the intermediary with these resources.

Precedent:

ISUEO-CED has helped over 150 Latino immigrant and African American entrepreneurs and business owners start and expand their businesses for more than 10 years. We are looking to expand our impact and reach through the creation of these “pre-screening” workshops to be able to identify entrepreneurs before they make investments in a business in order to improve the chances for business success.

Collaboration:

We seek collaboration with the Commission on Asian and Pacific Islander Affairs to help us better serve the Asian refugee communities located outside of the Des Moines area.

To this end, ISUEO-CED proposes a pilot workshop in Waterloo/Cedar Falls in early Spring 2019. As a pilot, ISUEO-CED would waive programming fees but would need assistance from the Commission in order to bring the workshop to the community.

ISUEO-CED provides:

- Two-session workshop
- Space to conduct the workshop at the Black Hawk County Extension office
- Assistance with participant recruitment
- Potential childcare offered through 4-H volunteers (would need to be negotiated with Black Hawk County Extension)

Commission on Asian and Pacific Islander Affairs provides:

- Assistance with recruitment through identifying partner agencies and individuals connected with the Asian refugee community
- Support for hiring or seeking volunteer interpreters
- Providing snacks and potentially covering childcare cost for the sessions

If the Black Hawk County Pilot is deemed successful, we would seek program support fees to replicate the workshop in other communities in the state, such as Columbus Junction, Denison, and Storm Lake.

ATTACHMENT C:

1.1 Definitions. As used in this chapter:

“Administrator” means the administrator of the division of community advocacy and services, which is comprised of the following offices:

- (1) Office of Latino affairs
- (2) Office on the status of women
- (3) Office of deaf services
- (4) Office on the status of African Americans
- (5) Office of Asian and Pacific Islander affairs
- (6) Office of Native American affairs
- (7) Office of persons with disabilities

“Commission” means the Commission of Latino affairs, established in Iowa Code chapters 216A.12:

- (1) Commission of Latino affairs
- (2) Commission on the status of women
- (3) Commission of deaf services
- (4) Commission on the status of African Americans
- (5) Commission of Asian and Pacific Islander affairs
- (6) Commission of Native American affairs
- (7) Commission of persons with disabilities

“Commissioner” means a member of one of the commissions, appointed by the governor, and subject to confirmation by the senate pursuant to Iowa Code chapter 2.32.

“Division” means the division of community advocacy and services.

1.2 Function of the Division.

1.2(1) The administrator shall assign staff to assist commissions with their efforts. This assistance shall be provided by coordinating meetings as required in Iowa Code chapters 216A.12, 216A.53, 216A.74, 216A.113, 216A.142, 216A.152, or 216A.162; providing public notice as required in Iowa Code chapter 21.4; maintaining commission meeting records; providing data and information on programs, rules and laws which impact or serve to lowans who identify with groups represented by the offices in the division; updating the commission web page in accordance with department guidelines; and reporting on division and office results at meetings.

1.2(2) The division shall focus on achieving long-term economic, social and cultural equity for lowans who identify with groups represented by the offices in the division. To ascertain key needs and areas of focus, the division will create opportunities for lowans who identify with groups represented by the offices in the division to connect with one another, and with state government, to raise concerns and suggest workable solutions. This will be accomplished by holding regular listening sessions, providing leadership development opportunities and facilitating community engagement projects. The division shall actively engage commissioners in these initiatives.

1.2(3) The division shall provide assistance, training and consultation to state departments and agencies to enhance services that allow underrepresented populations to participate fully in the economic, social, and cultural life of the state.

1.2(4) The division shall use its knowledge of programming and information clearinghouse to provide direct assistance to lowans who identify with groups represented by the offices in the division. Direct assistance shall primarily consist of the following:

- a. connecting lowans with state departments, agencies and other public organizations that provide the specific services, expertise or knowledge necessary to meet their needs

- b. training or assisting lowans to self-advocate with state and local government when possible
 - c. enhancing state-wide and local knowledge of existing services and programs available for lowans who identify with groups represented by the offices in the division
 - d. communicating about and advocating for the needs and the value to Iowa's economy, culture and society of lowans who identify with groups represented by the offices in the division
- 1.2(5) The division shall work in collaboration with state-wide and local organizations to assess the availability and accessibility of state and local services for lowans who identify with groups represented by the offices in the division, and shall identify gaps in available services, make recommendations for improvements, and develop and facilitate the implementation of improvements when necessary.
- 1.2(6) The division shall provide staff to develop, coordinate and assist other public organizations. This may include providing staff to plan or deliver events; serve on committees, boards or working groups; to assist in creating strategic plans or action plans; to speak at events or deliver training; to provide information about the perspective and needs of members of underrepresented groups. Staff time shall be provided when other public organizations which serve lowans who identify with groups represented by the offices contact the administrator, deputy director or director to request coordination or assistance, and the provision of that coordination or assistance is in alignment with the department and/or division strategic plan, and staff resources are available.

1.3 Organization of the Commissions.

- 1.3(1) Each commissioner is an equal voting member of the commission on which they serve.
- 1.3(2) Commissions shall appoint officers to serve two year terms by voting at a commission meeting held in the first quarter of each even numbered fiscal year. To qualify to serve as an officer, a commissioner must have at least two years remaining in their appointment to one of the Commissions. Commissions may appoint officers to positions as provided for in Iowa Code chapters 216A.12, 216A.53, 216A.74, 216A.113, 216A.142, 216A.152, 216A.162. The roles of officer positions that are filled by commissions include, but are not limited to, the following:
- a. Chairperson. This member shall establish the agenda, chair each commission meeting and work with division staff to establish a meeting schedule and communicate with members of the commission on which they serve to ensure a quorum at commission meetings.
 - b. Vice-Chairperson. This member shall work with the chairperson to establish the agenda and chair commission meetings in the absence of the chairperson.
- 1.3(3) Commissions shall appoint a member to serve as a voting member of the human rights board to serve a four year term. Commissioners who are members of the human rights board shall serve their appointed term on the board unless a majority of a commission votes to appoint a new member to represent them on the human rights board, or the appointed commissioner is no longer a member of a commission.
- 1.3(4) Commissions may establish advisory committees, work groups or other coalitions comprised of division staff, members of the public and/or commissioners to carry out the commission's duties. The establishment of an advisory committee, work group or coalition requires a majority vote of the membership of the commission, including the identification of a commissioner who will facilitate the work of the committee, group or coalition. Advisory committees, work groups or coalitions may make recommendations to the commission; enactment of those recommendations requires a majority vote of the membership of the commission. Advisory committees, work groups or coalitions that do not include a quorum of commission members may meet at any time; the facilitating commissioner shall report on committee, work group or coalition meetings at regularly scheduled commission meetings and via electronic updates that shall be public record as required in Iowa Code chapter 22.

1.3(5) Any member of a commission shall be deemed to have submitted a resignation if the member does not attend three or more consecutive commission meetings or the member attends less than one half of the scheduled meetings held within any 12 month calendar period.

1.3(6) A division staff member or the administrator shall attend each meeting of the commissions to provide assistance in accordance with section 1.2(1).

1.4 Meetings of the Commissions

1.4(1) Commissions shall meet as required Iowa Code chapters 216A.12, 216A.53, 216A.74, 216A.113, 216A.142, 216A.152, 216A.162. Commissions shall establish and make public an annual schedule of required meetings by no later than October 1 for the following calendar year. Commissions may hold additional special meetings with an affirmative vote of a majority of the membership of a commission. Special meetings shall be public meetings unless a closed session is approved pursuant to Iowa Code chapter 21.5.

1.4(3) Meeting agendas shall be posted as required by Iowa Code chapter 21.4. Meeting agendas will be available on the department web site at least 24 hours in advance of the meeting unless the meeting meets criteria established in Iowa Code chapter 21.4 for an emergency meeting.

1.4 (2) Members of the public attending a commission meeting shall request any necessary reasonable accommodations for their attendance at least five week days (40 hours) in advance of the scheduled meeting. Accommodations requested after this timeframe will be made if reasonably possible. Language and communication accommodations may be made using available technology-based services or in-person interpretation at the discretion of the Department based on the availability of interpreters and the needs of the public.

1.4(3) All commission meetings shall provide an opportunity for public comment. Commissions shall not limit public comment to persons who have pre-registered with the commission. All members of the public addressing the Commission shall either be present at the meeting in-person or via conference call, or provide written comments including their full name and address, to distribute to commissioners and other meeting attendees. All members of the public addressing the Commission shall provide their full name, and city and state of residence. Commissions may limit the duration of public comment in total and/or per individual. The time and duration of public comment will be published on the meeting agenda at least 24 hours in advance of the meeting. Members of the public wishing to be placed on the commission agenda for a specific topic and duration shall make that request to the commission chairperson no later than 72 hours in advance of the commission meeting. The chairperson shall accept or deny a request and shall inform the individual making the request and the division staff of the decision no later than 48 hours in advance of the meeting. The chairperson has sole discretion to accept or deny a request to appear on the agenda; however, denial of a specific place on the agenda does not preclude a member of the public from participating in the public comment section of a meeting. Public comment that is obscene, abusive, violent, issuing personal attacks or that obstructs the meeting shall be ended by a member of the commission or employee of the Department.

1.4 (4) Substantial alterations to a published commission agenda shall be subject to an affirmative vote of the majority of a commission.

1.4(5) Positions of the commission, and publically communicated messages regarding those positions from the commission, require an affirmative vote of the majority of a commission.

1.5 Function of Commissions

1.5(1) Commissions shall focus on achieving long-term economic, social and cultural equity for Iowans who identify with groups represented by the commission.

a. Bi-annual recommendations. To ascertain key needs and areas of focus, commissions shall provide insight and input regarding the changing needs of Iowans who identify with groups represented by the

commission. This will be accomplished by participating in Division sponsored listening sessions and/or sponsoring additional listening sessions; and using this and other information to compile and present bi-annual policy and program recommendations to the Department, legislature and Governor by September 15 of each even numbered year.

1.6 Iowa Women's Hall of Fame

1.6(1) Purpose. The purpose of the Iowa Women's Hall of Fame shall be to recognize significant achievements of Iowa women and to educate the public by identifying those whose efforts have enhanced and improved the quality of life for women in Iowa, the community, state, nation or world, or a particular profession or discipline.

1.6(2) Committee. The Iowa Women's Hall of Fame committee shall consist of three commissioners of the Commission on the Status of Women, one serving as the committee chair; two public members appointed by the committee chair; and the commission chair ex officio.

1.6(3) Selections procedure. The committee shall solicit nominations for the Iowa Women's Hall of Fame. The committee shall recommend to the Commission on the Status of Women for its approval no more than four individuals to be inducted into the Iowa Women's Hall of Fame. The committee shall plan the ceremony and reception each year for the Iowa Women's Hall of Fame.

1.6(4) Cristine Wilson Medal for Equality and Justice. The Cristine Wilson Medal for Equality and Justice shall memorialize the efforts and accomplishments of the Commission on the Status of Women's first chairperson. The medal is awarded on an intermittent basis to persons whose work is deemed outstanding and a significant contribution to Iowa's recognition as a state characterized by equality and justice. The Iowa Women's Hall of Fame committee shall make recommendations to the commission for persons to receive this award.

1.7 Iowa Latino Hall of Fame

1.7(1) Purpose. The purpose of the Iowa Latino Hall of Fame shall be to recognize and honor outstanding Iowa Latinos that have contributed their talents and skills to improve the quality of life in Iowa and to provide visible examples for tomorrow's Latino leaders.

1.7(2) Committee. The Iowa Latino Hall of Fame committee shall consist of three commissioners of the Commission of Latino affairs, one serving as the committee chair; two public members selected by the commission; and the commission chair ex officio.

1.7(3) Selections procedure. The committee shall solicit nominations for the Iowa Latino Hall of Fame. The committee shall recommend to the Commission of Latino affairs for its approval no more than three individuals to be inducted into the Iowa Latino Hall of Fame. The committee shall plan the ceremony and reception each year for the Iowa Latino Hall of Fame.

1.7(4) Latino Ambassador Award for Equity and Justice. The Latino Ambassador Medal for Equity and Justice shall recognize and honor the efforts and accomplishments of non-Latino and/or Latino Iowans. The medal is awarded to persons whose work is deemed outstanding and a significant contribution to the equity and justice for Iowa's Latinos. The Iowa Latino Hall of Fame committee shall make recommendations to the commission for persons to receive this award